



EMPLOYMENT OPPORTUNITY

Fire Marshal

(Safety effective August 20, 2004)

Recruitment Number: 04-126

Salary: \$6,101.39 – \$7,416.28/Monthly
Filing Deadline: 5 PM, FRIDAY, AUGUST 6, 2004

SUPPLEMENTAL QUESTIONNAIRE REQUIRED

POSITION SUMMARY

The Fire Marshal is responsible for the Fire Department's Fire Prevention Division; maintains records, develops budgets, manages specialized programs such as inspection, investigation and enforcement and is assigned special projects. The position is a 40-hour work-week that reports to the Deputy Fire Chief and is part of the Fire Management Team.

ESSENTIAL FUNCTIONS

(Functions may include, but are not limited to, the following): Plans, directs and coordinates a fire prevention and safety program in the enforcement of federal, state and local laws, codes and ordinances covering fire safety; ensures compliance with fire codes, ordinances, and safety regulations; approves alternate methods, code amendments, policies and standards regarding fire codes, standards and regulations; coordinates with building officials, City planners, and developers to ensure enforcement/oversight of City codes and standards during or after the building process; organizes, coordinates, and supervises Fire Department employees engaged in fire inspection, plan check and review and fire investigation; makes recommendations for improved inspections of commercial, industrial, residential, and public assembly buildings; coordinates and schedules inspections of protection systems and equipment; directs arson investigation program in conjunction with law enforcement, insurance representatives, and criminal prosecutors; issues citations for code violations and prepares materials for litigation; assists in technical training of staff in enforcement of fire code and hazardous materials regulations and investigations of violations; provides technical information to architects, developers, contractors, engineers, and property owners to include advising on the interpretation of blueprints and specifications, and in preparing comprehensive plan check reports; writes applications for grants and competes for funding sources; prepares and administers Division budget. Special projects or programs as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination of experience and training equivalent to an associate's degree from an accredited college or university with a major in fire science or fire administration **and** at least five years of increasingly responsible experience in municipal fire protection of similar organization **and** P.C. 832 and CA State Fire Marshal courses Fire Prevention 2A and 2B. Possession of a valid California Driver's License at time of appointment. CA Fire Prevention Officer III certification is highly desirable.

Knowledge, Skills and Abilities: Knowledge of: fire safety codes, ordinances, laws and regulations; fire prevention and suppression theory and techniques; building materials and construction; and training methods and group instruction. Ability to: direct others; manage technical aspects of fire prevention, develop and implement plans, programs and procedures; interpret and explain pertinent City and department policies and procedures; prepare reports and evaluate data; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely both orally and in writing; proficient in the use of computers; supervise, train and evaluate assigned staff and work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift up to 50 lbs. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspection. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans, hear in the normal range with or without correction.

APPLICATION PROCESS

The names of qualified applicants will be placed on an employment list based on scores received during the evaluation of information contained in their employment and supplemental applications. This is the **only** information that will be evaluated and scored in establishing the employment list. All notifications will be sent via standard US mail.

The City contributes 9% to the Public Employees Retirement System (PERS) for the employee.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • **Job Hotline: (619) 691-5095**

Assigned Staff: Pat Siler, (619) 409-5924, psiler@ci.chula-vista.ca.us, Revised 06/10/2004
An Equal Opportunity Employer



Name _____

Social Security Number _____

**FIRE MARSHAL
Supplemental Application Form
Recruitment No. 04-126**

READ THESE INSTRUCTIONS CAREFULLY: This questionnaire ***IS NOT*** a substitute for the official City application. You must complete both forms completely. The information contained in the employment and supplemental application will be used to determine your eligibility to compete and will be evaluated in the recruitment process. Complete these forms carefully as this will be the only information that will be evaluated and scored in establishing the employment list. Failure to complete both forms will result in immediate disqualification from the recruitment process. If you require more space than is allowed on this form, please attach additional sheets as required. Make sure each additional sheet includes your name and social security number in the upper right hand corner of the sheet. This questionnaire must be included with your application. Applications will not be accepted without this questionnaire.

1. **MINIMUM QUALIFICATIONS:** You must respond **YES** to questions A, B, C and D, below to be eligible to apply for this position.

- A. Do you have a minimum of 5 years of increasingly responsible experience in municipal fire protection or similar organization? _____Yes _____No
- B. Do you have an associate's degree or equivalent from an accredited college or university with a major in fire science or fire administration? _____Yes _____No
- C. Do you have P.C. 832 certification or an equivalent for another state? _____Yes _____No
- D. Have you completed the CA State Fire Marshal courses Fire Prevention 2A and 2B or an equivalent course from another state? _____Yes _____No

*** YOU MUST ATTACH COPIES OF ANY CERTIFICATIONS TO RECEIVE CREDIT ***

2. **CERTIFICATIONS:** Please place a check mark (✓) by each course/certification you have completed. You **must** attach a copy of your certification to your application to receive credit. May include equivalent courses/certifications from another state.

CA State Certified Fire Marshal	_____Yes	_____No
CA State Certified Chief Officer	_____Yes	_____No
CA State Certified Plans Examiner	_____Yes	_____No
CA State Certified Fire Protection Spec.	_____Yes	_____No
CA State Certified Fire Inspector	_____Yes	_____No
CA State Certified Pub Ed Officer I	_____Yes	_____No

CA State Certified Prevention Officer III ____ Yes ____ No

CA State Certified Prevention Officer II ____ Yes ____ No

CA State Certified Prevention Officer I ____ Yes ____ No

CA State Certified Investigator II ____ Yes ____ No

CA State Certified Investigator I ____ Yes ____ No

3. **SUPERVISORY/MANAGEMENT:** Please indicate on the table below the supervisory/management responsibilities you have performed.

Responsibilities	Please Check (✓)		Your Actual Job Title When Performing Responsibility
	Yes	No	
Training New Employees			
Assigning/delegating Work to Individuals			
Reviewing Completed Work			
Handling Discipline			
Completing Written Performance Evaluations			
Handling Grievances and/or Complaints			
Program oversight			

4. **EDUCATION:** Please complete the chart below to indicate any additional Fire Prevention or Fire Service courses/education. *Examples* of related course, Fire Prevention, Fire Science, Fire Protection, Engineering, Plan Checking, Building Construction, etc. Attach additional pages in necessary.

Course Title	Length of Course	Units or Certificate Earned

5. **ESSAY QUESTION:** Your essay response should be on 8 ½ X 11 paper. Be sure to place your name and social security number on the top of each additional page. Your answers should be clear, concise and complete. Grammar, clarity of expression and legibility will be considered in the evaluation process.

BACKGROUND INFORMATION

Chula Vista is the second largest city in San Diego County and the seventh fastest-growing city in the nation, encompassing over 52 square miles from the bay front to the mountains. Currently, the city's population is 205,000 and is expected to increase to 317,000 by the year 2015. The city is rich in diversity and tradition, and includes a large retirement community.

The Fire Department faces a variety of unique challenges because of the City's expanding residential, commercial and industrial base. As the city's population increases, the demand for fire and emergency services is expanding. The Chula Vista Fire Department is one of the most modern and sophisticated departments in San Diego County. The Fire Department operates seven fire stations with the eighth opening January 2005. Every year, the Fire Department's seven engines, two trucks, heavy rescue vehicle and brush engine respond to nearly 12,000 emergency and non-emergency requests.

The Fire Prevention Division is currently budgeted for a Fire Marshal, four Fire Inspector II's and one Fire Inspector I. The Fire Marshal position has been vacant for the past year and a half.

All Fire Inspectors perform routine fire inspections, business license inspections, permit inspections, fire protection system inspections, weed abatement inspections; issue written notices of violations; check plans; conduct fire prevention educational programs when requested; and investigate citizen complaints. The Fire Inspector II's serve as arson investigators on a five-week rotation with the fifth week supplemented by 56-hour staff. A partnership has been developed with the Police Department in an effort to pursue the criminal aspect of arson fires.

The current workloads in the Fire Prevention Division are at an all time high with increasing workloads on the horizon. Calendar year 2003 workload totals include; 1,979 plan reviews, 1,574 inspections and 115 fire investigations. Plans are in the works for development of the city's downtown area and bay front. These plans will include several commercial and residential high-rise occupancies. The eastern development will include high-rise as well as a major commercial complex, movie theatres, a proposed university, industrial complexes, senior and elementary schools, and single and multi-family residential units.

ESSAY QUESTION

Based of the background information above, please write a proposal on how you, as the Fire Marshal would structure and staff the Fire Prevention Division to meet the needs of this growing Division more efficiently. Include how you would organize and assign the workload, while maintaining an arson investigator on-call 24/7. Also discuss what you would do to develop and staff a proactive public education program to include seniors, children and community groups.

Your current operating budget is \$415,280. At your discretion, your proposal can be based on the current budget and staff, or you can request additional personnel and/or funding as long as you include justification.